

DATE: August 2016

TO: 2r Charter School Administrators

FROM: Latoya Holiday, Charter Schools Consultant

RE: Payment of 2r Charter Schools Aids

Wisconsin statute s. 118.40 (2r) provides authority for independent charter entities to authorize independent (2r) charter schools. The statute also specifies the manner in which state aid will be paid to independent charter schools. Independent charter schools receive four state charter schools aid payments in increments of 25% each. The total amount of aid paid to each independent charter school is determined by multiplying the eligible full time equivalent (FTE) membership of the school by the per pupil state aid amount. For 2016-17 there is an increase of \$109 in the per pupil amount from the previous year for a total amount of \$8,188 per FTE.

To be eligible for state charter schools aid payments, the 2r Charter Pupil Count Report (form MC-1567) must be completed and submitted to the department for each of the three count dates listed below. The electronic 2r Charter Pupil Count Report is available on the department's website at <http://dpi.wi.gov/sms/charter-schools/current/2r-membership>. The 2r Charter Pupil Count Reports must be completed and submitted according to the instructions on the form or the reports may not be accepted by the department.

To ensure your school's aid is appropriately calculated and paid according to the scheduled pay dates, the department must receive the completed 2r Charter Pupil Count Reports on or before the due dates listed below. Late or incomplete submission of a 2r Charter Pupil Count Report may result in a delay in the state charter schools aid payments. All payments will be made via electronic funds transfer.

(1) September 1, 2016, or first day of school in September

Preliminary September Pupil Count Day

Although actual membership data and annual payment distribution is determined based upon the third Friday in September and the second Friday in January pupil counts, the Preliminary September count report is used to determine the September payment. **The 2r Charter Pupil Count Report for the Preliminary September Pupil Count must be completed and submitted to the department on or before September 9, 2016.**

(2) September 16, 2016

3rd Friday in September Pupil Count Day

The 2r Charter Pupil Count Report for the 3rd Friday in September count date must be completed and submitted to the department on or before September 30, 2016.

(3) September 26, 2016

The first state aid payment will be made, not to exceed 25% of the 2016-17 anticipated annual distribution. As of this payment, the 2016-17 anticipated annual distribution is based only on the Preliminary September Pupil Count multiplied by \$8,188 per pupil.

(4) December 5, 2016

The second state aid payment will be made, not to exceed 50% of the 2016-17 annual distribution, less the amount paid in September which was based on the Preliminary September Pupil Count. As of this payment, the 2016-17 annual distribution is based on the 3rd Friday in September Pupil Count Report.

(5) January 13, 2017

2nd Friday in January Pupil Count Day

The 2nd Charter Pupil Count Report for the 2nd Friday in January count date must be completed and submitted to the department on or before January 27, 2017.

(6) February 21, 2017

The third state aid payment will be made, not to exceed 75% of the 2016-17 annual distribution, less the amounts paid in September and December. As of this payment, the 2016-17 annual distribution is based on the average of the 3rd Friday in September and the 2nd Friday in January Pupil Count Reports.

(7) May 1, 2017

The Membership audits of the 3rd Friday in September 2016 and the 2nd Friday in January 2017 pupil counts for schools receiving payments during the 2016-17 school year **are due May 1, 2017**. Each school must engage a certified public accounting firm to provide a membership audit of the 2016-17 pupil counts. The final aid payment may be withheld if the audit is not submitted timely.

For questions regarding the audit, schools may direct auditors to the 2nd Charter School Membership Audit Program posted at <http://dpi.wi.gov/sms/charter-schools/current/2r-audit-info> or contact Terry Casper at terry.casper@dpi.wi.gov or 608-267-9105.

(8) June 5, 2017

The fourth state aid payment will be made, which will be 100% of the 2016-17 annual distribution, less the amounts paid in September, December and February. As of this payment, the 2016-17 annual distribution is based on the average of the 3rd Friday in September and 2nd Friday in January Pupil Count Reports. This payment will also adjusted for findings included in the membership audits.

If you have any questions regarding the submission of count reports, please contact Latoya Holiday at latoya.holiday@dpi.wi.gov or 608-266-5880.